



Terranaut Club: Science & Nature Exploration for Girls+ Program Lead Job Description

Position Title: Program Lead

Duration: 15-17 weeks, May-September

Pay: \$8,500 - \$11,500, depending on funding

Start Date: May 22nd (Negotiable, some flexibility)

Location: Programs are located in 6 locations across Nova Scotia and 1 in New Brunswick, though Wolfville, Nova Scotia is the primary location.

Applications Due: 8:00pm AT Wednesday, March 1st

To Apply:

Submit your CV, a cover letter outlining how you meet the position's essential requirements and the helpful experiences and summarizing your relevant experience as it relates to the position and the valued skills, and contact information for 3 references to info@terranautclub.com by 8:00pm Atlantic Time on Wednesday, March 1st, 2023.

Position Summary

The Program Lead is responsible for leading Terranaut Club's unique hands-on summer youth education programs for girls and under-represented genders and ensuring that participants have a safe and meaningful experience. As the main educator, the Program Lead will teach participants about various topics in STEM and environmental education in a primarily outdoor setting. This position requires working closely with a dynamic team including Terranaut Club directors, fellow staff, volunteers, and participants in a high energy, fast-paced work environment. Many of the programs involve activities that support scientific research projects on wildlife and allow participants to get in the field experience with Threatened and Endangered species. The Program Lead is also responsible for fostering and supporting Terranaut Club's values of diversity and inclusivity at all programs.

Terranaut Club will tentatively be offering 10-12 summer programs in 6 communities across Nova Scotia and 1 in New Brunswick in 2023.

This position requires evening and weekend hours to lead programs and will require some heavy lifting for program set-up and take-down.

Organization Summary

[Terranaut Club](http://terranautclub.com) is a Nova Scotia-based non-profit organization that specializes in science and nature exploration for girls+ (girls and under-represented genders) ages 9-18. Our mission is to encourage girls+ to pursue STEM careers and become environmental leaders in their own communities, and we accomplish this through hands-on and immersive programming.

We offer in-person wildlife conservation and marine biology summer programs as well as online events including our women in STEM guest speaker series and data science and coding workshops. Our programs are offered at three age ranges and encourage long-term involvement in Terranaut Club: Junior (ages 9-12), Intermediate (ages 12-15), and Advanced (ages 15-18). We promote accessibility in STEM by offering our summer programs at a pay-what-you-can rate, and prioritize learning by having a maximum of 13 participants at each program. They take place in 6 communities across Nova Scotia: Bon Portage Island, Digby, Halifax, Kejimikujik National Park & National Historic Site, Lunenburg, and Wolfville, and tentatively also 1 community in New Brunswick: Fundy National Park. Programs are 2-5 days in length and involve staying with participants in a cabin on Bon Portage Island or camping overnight at Provincial or National Parks. For more information visit our website: <http://www.terranaclub.com/canada>

Duties/Responsibilities

The Program Lead will be responsible for assisting initially, then leading, on the delivery of 10 - 12 Terranaut Club summer programs for girls+ in Nova Scotia and New Brunswick.

This role involves (but is not limited to):

- Assisting with the initial two summer programs (June-July), learning and training with experienced Terranaut Club Director and volunteers
- Leading 7-9 of the remaining summer programs (July - September)
- Working with our Program Coordinator, Program Assistants, Co-op students and Terranaut Club Directors to prepare, deliver, and wrap-up programs
 - Preparing necessary program materials
 - Working with the Program Assistant to ensure proper gear for each program
 - Working with the Program Coordinator to manage program itineraries and arrange transportation between activities
 - Communicating with parents/guardians
- Teaching participants and leading activities covering a variety of STEM and environmental topics, such as squid dissections, chemical analysis of plastics, coding and data visualization activities, and discussions about climate change and biodiversity loss (no prior knowledge is required and most activities have existing materials and documentation)
 - Adding to and updating existing lesson plans
 - Some development of new teaching materials and activities
- Fostering a supportive, friendly, inclusive, and positive environment for our staff, volunteers, and participants, and respecting varying learning differences, gender identities and pronoun use
- Supervising the Program Assistants, Co-op students, volunteers, and participants,
- Working with staff, volunteers, and participants to ensure everyone's safety and well-being
 - Managing participants' individual needs: learning disabilities, medical conditions, dietary restrictions (with help from the team)
 - Managing behavioural situations/conflicts and intervening in crises
- Collaborating with guest educators and partner organizations during programming
- Travelling to and from programs across Nova Scotia and New Brunswick, and transporting participants between activities
- Representing Terranaut Club and being a positive role model for our participants

Education

- Secondary school diploma or an acceptable combination of education, training, traditional knowledge and/or experience.

Essential Requirements

Applicants should:

- Be 20 - 30 years old (due to funding requirements)
- Be a woman or under-represented gender
- Be a resident of Canada
- Have at least 2 years of experience working with children and/or youth
- Have at least 2 years of experience as an educator
- Have an interest in STEM and the environment, specifically marine biology and wildlife conservation
- Be confident outdoors and comfortable camping

Helpful Experience

- Bachelor's degree in STEM-related field or education
- STEM and/or environmental education experience
- Supervisory/managerial experience
- Experience working with/handling wildlife
- Up-to-date CPR/First Aid certification
- Non-Violent Crisis Intervention training

Valued Skills

Applicants should be:

- Excellent with children and youth
- Strong leaders
- Effective and enthusiastic educators
- Organized
- Capable of multi-tasking
- Comfortable with classroom management
- Experienced in crisis/conflict management
- A team player: both as a leader and team member
- Adaptable
- Hard-working

Conditions of Employment

- All Terranaut Club employees are required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a valid reason;
- Possess and maintain a valid driver's license and have access to their own vehicle;
- Willingness to travel and work variable hours;
- Willingness to work irregular hours, evenings and weekends when required;
- Provide a clear criminal background and vulnerable sector check
- Capable of field work and heavy lifting (setting up gear)
- Work a flexible schedule to meet program delivery requirements.